

*Data Entry Guide**Appendix A***ADPICS PCHL1630****Travel Rate Codes**

* Rate Code	Rate Description	COBJ	Object Title	Federal Tax Category/Title	Depart	Return
Meals Without Overnight Travel						
BWIS	Breakfast In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	8:31 AM
LWIS	Lunch In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	11:29 AM	2:01 PM
DWIS	Dinner In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	6:29 PM	8:01 PM
WFDI	Full Day Meals In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
WBLI	Breakfast and Lunch In-State-No Overnght	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	2:01 PM
WLDI	Lunch and Dinner In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	11:29 AM	8:01 PM
WBDI	Breakfast and Dinner In-State-No Overngt	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
BWSI	Brkfst Select City In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	8:31 AM
LWSI	Lunch Select City In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	11:29 AM	2:01 PM
DWSI	Dinner Select City In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	6:29 PM	8:01 PM
WFSI	Full Day Meals Select City IS-No Overngt	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
WBSI	Brkfst and Lunch Select City IS-No Overn	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	2:01 PM
WLSI	Lunch and Dinner Select City IS-No Overn	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	11:29 AM	8:01 PM
WDSI	Brkfst and Dinner Select City IS-No Over	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
BWOS	Breakfast Out-of-State-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:31 AM
LWOS	Lunch Out-of-State-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	11:29 AM	2:01 PM
DWOS	Dinner Out-of-State-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	6:29 PM	8:01 PM
WFDO	Full Day Meals Out-of-State-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
WBLO	Breakfast and Lunch Out-of-State-No Over	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	2:01 PM
WLDO	Lunch and Dinner Out-of-State-No Overngt	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	11:29 AM	8:01 PM
WBDO	Breakfast and Dinner Out-of-State-No Ovn	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:01 PM

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* Rate Code	Rate Description	COBJ	Object Title	Federal Tax Category/Title	Depart	Return
BWSO	Brkfst Select City Out-State-No Overnght	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:31 AM
LWSO	Lunch Select City-Out-State-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	11:29 AM	2:01 PM
DWSO	Dinner Select City-Out-State-No Overnght	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	6:29 PM	8:01 PM
WFSO	Full Day Meals Select City OS-No Overngt	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
WBSO	Brkfst and Lunch Select City OS-No Overn	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	2:01 PM
WLSO	Lunch and Dinner Select City OS-No Overn	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	11:29 AM	8:01 PM
WDSO	Brkfst and Dinner Select City OS-No Over	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
BWHC	Breakfast High Cost City-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:31 AM
LWHC	Lunch High Cost City-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	11:29 AM	2:01 PM
DWHC	Dinner High Cost City-No Overnight	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	6:29 PM	8:01 PM
WFDH	Full Day Meals High Cost City-No Overngt	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
WBLH	Breakfast and Lunch High Cost City-No Ov	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	2:01 PM
WLDH	Lunch and Dinner High Cost City-No Overn	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	11:29 AM	8:01 PM
WBDH	Breakfast and Dinner High Cost City-No Ovn	4975	Meals-Taxable-Out Of State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
LWGI	Lunch Grp Meeting In-State-No Overnight	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	11:29 AM	2:01 PM
WFGI	Full Day Meals Grp Meetg In-State-No Ov	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	8:01 PM
WBGi	Breakfast and Lunch Grp In-State-No Over	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	5:59 AM	2:01 PM
WLGI	Lunch and Dinner Grp In-State-No Overngt	4935	Meals-Taxable-In State-PTM	5/Non-Qualified	11:29 AM	8:01 PM
Meals With Overnight Travel						
BOIS	Breakfast In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	8:31 AM
LOIS	Lunch In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	11:29 AM	2:01 PM
DOIS	Dinner In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	6:29 PM	8:01 PM
OFDI	Full Day Meals In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
OBLI	Breakfast and Lunch In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	2:01 PM

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* Rate Code	Rate Description	COBJ	Object Title	Federal Tax Category/Title	Depart	Return
OLDI	Lunch and Dinner In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	11:29 AM	8:01 PM
OBDI	Breakfast and Dinner In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
BOSI	Breakfast Select City In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	8:31 AM
LOSI	Lunch Select City In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	11:29 AM	2:01 PM
DOSI	Dinner Select City In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	6:29 PM	8:01 PM
OFSI	Full Day Meals Select City IS-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
OBSI	Brkfst and Lunch Select City IS-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	2:01 PM
OLSI	Lunch and Dinner Select City IS-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	11:29 AM	8:01 PM
ODSI	Brkfst and Dinner Select City IS-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
BOOS	Breakfast Out-of-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:31 AM
LOOS	Lunch Out-of-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	11:29 AM	2:01 PM
DOOS	Dinner Out-of-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	6:29 PM	8:01 PM
OFDO	Full Day Meals Out-of-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
OBLO	Breakfast and Lunch Out-of-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	2:01 PM
OLDO	Lunch and Dinner Out-of-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	11:29 AM	8:01 PM
OBDO	Breakfast and Dinner Out-Of-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
BOHC	Breakfast High Cost City-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:31 AM
LOHC	Lunch High Cost City-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	11:29 AM	2:01 PM
DOHC	Dinner High Cost City-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	6:29 PM	8:01 PM
OFDH	Full Day Meals High Cost City-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
OBLH	Breakfast and Lunch High Cost City-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	2:01 PM
OLDH	Lunch and Dinner High Cost City-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	11:29 AM	8:01 PM
OBDAH	Breakfast and Dinner High Cost City-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM

* Refer to the on-line PCHL1630 screen for current rate amounts and effective dates.

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* Rate Code	Rate Description	COBJ	Object Title	Federal Tax Category/Title	Depart	Return
BOSO	Brkfst Select City Out-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:31 AM
LOSO	Lunch Select City Out-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	11:29 AM	2:01 PM
DOSO	Dinner Select City Out-State-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	6:29 PM	8:01 PM
OFSO	Full Day Meals Select City OS-Overnight	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
OBSO	Brkfst and Lunch Select City OS-Overnht	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	2:01 PM
OLSO	Lunch and Dinner Select City OS-Overnht	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	11:29 AM	8:01 PM
ODSO	Brkfst and Dinner Select City OS-Overnht	4976	Meals-Nontaxable-Out Of State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
LOGI	Lunch Grp Meeting In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	11:29 AM	2:01 PM
OFGI	Full Day Meals Grp Meeting In-State-Over	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	8:01 PM
OBTI	Breakfast and Lunch Grp In-State-Overnht	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	5:59 AM	2:01 PM
OLGI	Lunch and Dinner Grp In-State-Overnight	4936	Meals-Nontaxable-In State-PTM	4/Oth Allow-NSW	11:29 AM	8:01 PM
Tips						
TPIS	TIPS-Per Day-IS	4955	Other Employee Travel Expen-In State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
TPOS	TIPS-Per Day-OS	4995	Other Employee Trvl-Out of State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
Mileage						
SMIS	Standard Mileage-IS	4920	Pers Veh-Mileage Reimb-In State-PTM	1/Mileage-STW	12:00 AM	11:59 PM
PMIS	Premium Mileage-IS	4920	Pers Veh-Mileage Reimb-In State-PTM	1/Mileage-STW	12:00 AM	11:59 PM
SMOS	Standard Mileage-OS	4960	Mileage Reimb-Out of State-PTM	1/Mileage-STW	12:00 AM	11:59 PM
PMOS	Premium Mileage-OS	4960	Mileage Reimb-Out of State-PTM	1/Mileage-STW	12:00 AM	11:59 PM
Airfare						
AIRI	Airfare In-State	4925	Airfare-In State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
AIRO	Airfare Out-of-State	4965	Airfare-Out of State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM

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* Rate Code	Rate Description	COBJ	Object Title	Federal Tax Category/Title	Depart	Return
Other Common Carrier						
CCIS	Other Common Carrier-IS	4930	Other Common Carrier-In State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
CCOS	Other Common Carrier-OS	4970	Other Common Carrier-Out of State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
Lodging						
LGIS	Lodging In-State (\$60 + \$15 Tax)	4940	Lodging-In State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
LGOS	Lodging Out-of-State (\$60 + \$15 Tax)	4980	Lodging-Out of State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
LGHC	Lodging High Cost City (\$60 + \$15 Tax)	4980	Lodging-Out of State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
Other Non-Taxable Employee Travel Expenses						
ONEI	Other Non-Taxable Employee Travel Exp-IS	4955	Other Employee Travel Expen-In State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
ONEO	Other Non-Taxable Employee Travel Exp-OS	4995	Other Employee Trvl-Out of State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
Other Taxable Employee Travel Expenses						
OTEI	Other Taxable Employee Travel Expense-IS	4954	Other Tax Emp Travel Exp-In State-PTM	5/Non-Qualified	12:00 AM	11:59 PM
OTEO	Other Taxable Employee Travel Expense-OS	4994	Other Tax Emp Trvl Exp-Out of State-PTM	5/Non-Qualified	12:00 AM	11:59 PM
Per Diem						
PDIS	Per Diem In-State	4945	Per Diem-In State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM
PDOS	Per Diem Out-of-State	4985	Per Diem-Out of State-PTM	4/Oth Allow-NSW	12:00 AM	11:59 PM

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